

# PQSA - Downloading FOUR FORMS User Guide

## (Android and iOS)

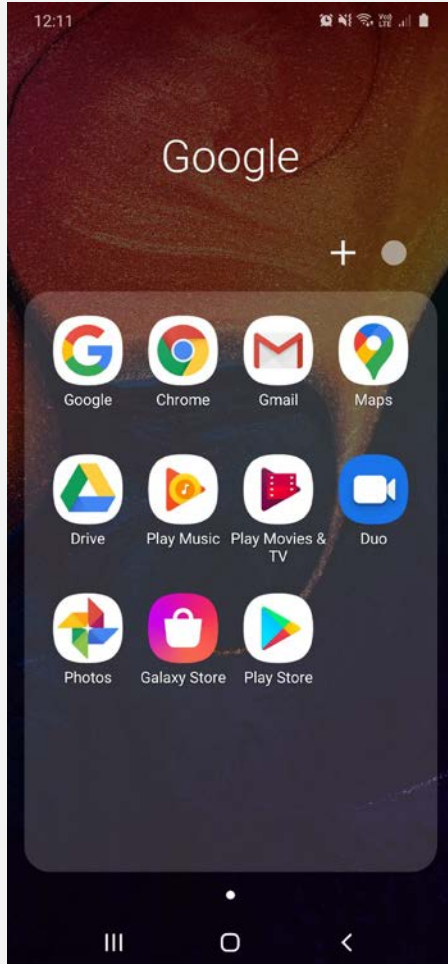
### Introduction

The following guides will explain how to download and login to FOUR FORMS using Android and iOS.

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## **Part 1 — Downloading FOUR FORMS on Android**

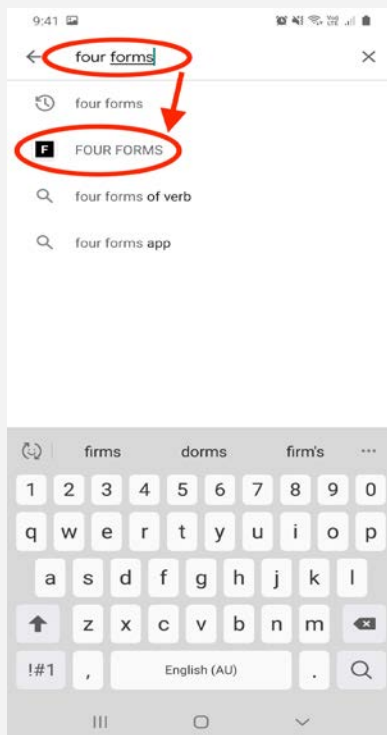


### **Step 1 – Open the Play Store**

Locate and open the play store, app store, or other mobile app store on your device.

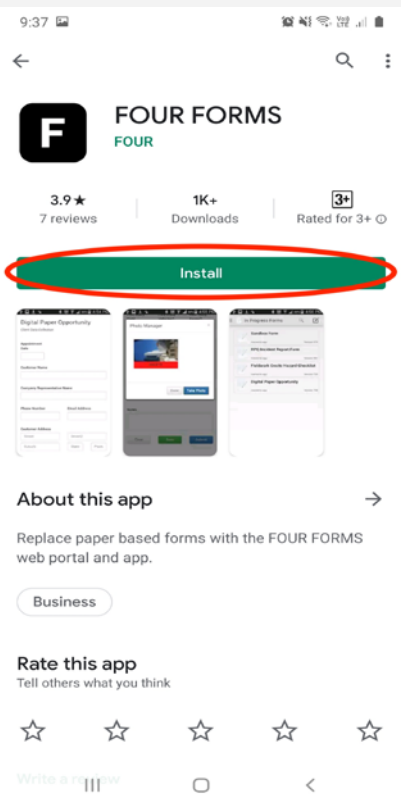
### **Step 2 – Navigate the search bar**

Press up the top where the “Search for apps & games” text is located, this will open the keyboard for you.



### **Step 3 – Search for FOUR FORMS**

Type in FOUR FORMS, you can either click on the application via the search bar or click the magnifying glass to find FORMS.



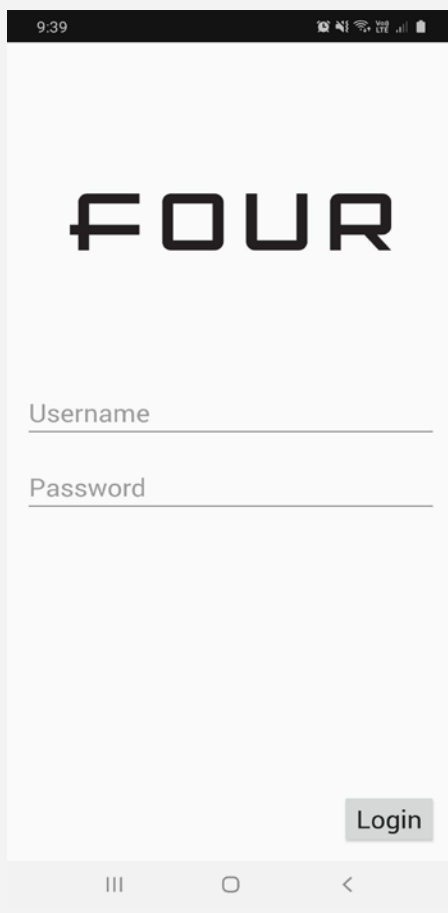
### **Step 4 – Install FOUR FORMS**

Press the install button and wait for it to finish downloading. From there, you can either press the open button that will show after downloading, or follow the next step.



### **Step 5 – Locate the application**

Depending on the device, you can find the application on one of the home screens, in the apps screen, or by swiping up which will show you all installed applications.



### **Step 6 – Login**

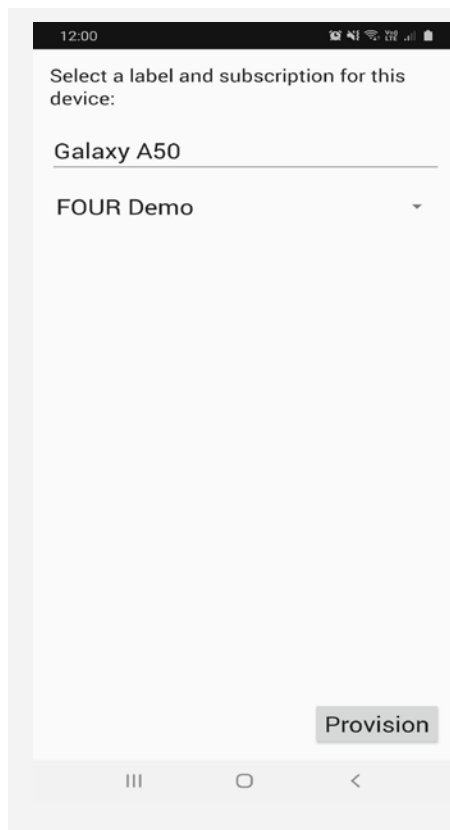
Here you enter your initial login details to provision the device to the PQSA account.

You will typically only need to enter these details on your device once, after which you will use a pin number to access FORMS.

**Username** – Will be your email address

**Password** – (Payslip Details) Will be the Capital of the first letter of your first name/Capital of the first letter of your surname, and then your full date of birth (no dashes).

E.g. for John Smith, born on the 1st of April 1985, the password would be "JS01041985".

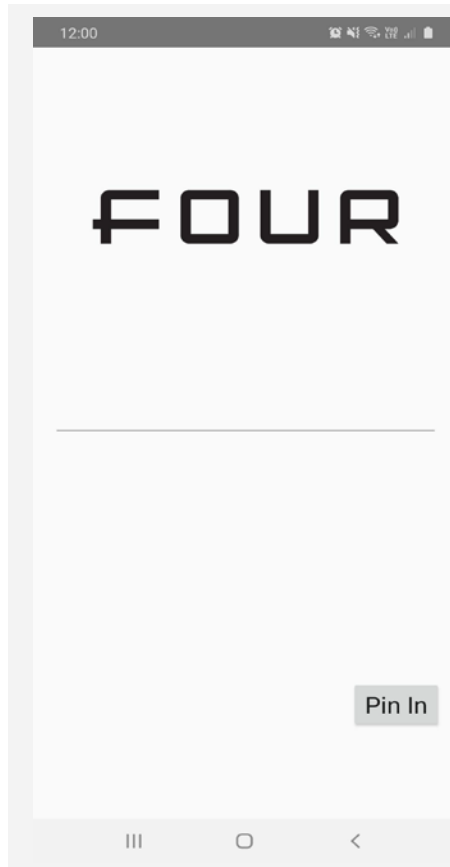


### **Step 7 – Provisioning**

In this step you will provision your device against the PQSA account.

You can either rename the device name, in the picture shown it is Galaxy A50, the model of the device being used.

The dropdown in this screenshot shows the account the device will be provisioned against. In this example we've used a FOUR Demo account, but in your case this should refer to PQSA.



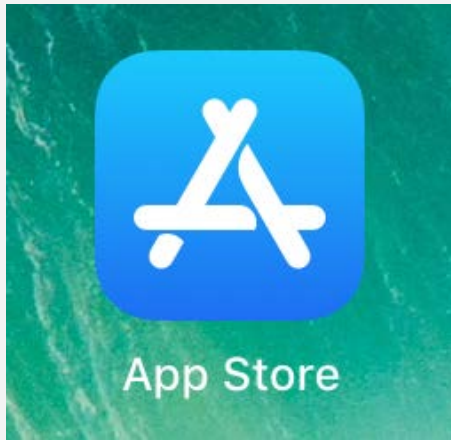
### **Step 8 – PIN in**

After logging into your account and provisioning, this will be the screen you see after opening FORMS from here on.

Enter your PIN number (your employee code) to pin in. You will be able to obtain this through your payslip.

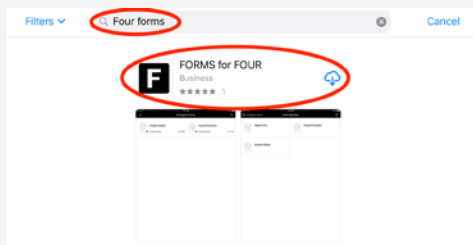
After this step is complete, you will be able to access FOUR FORMS.

## Part 2 — Downloading FORMS for FOUR on iOS



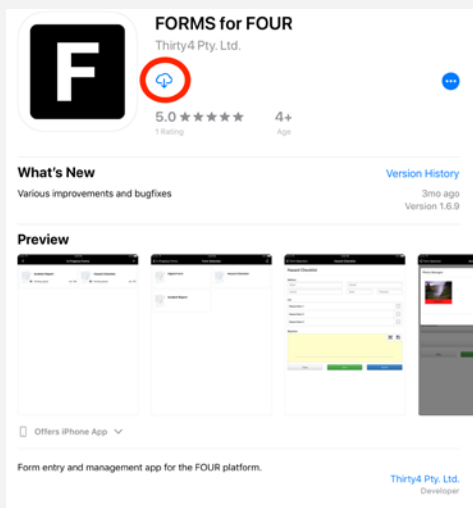
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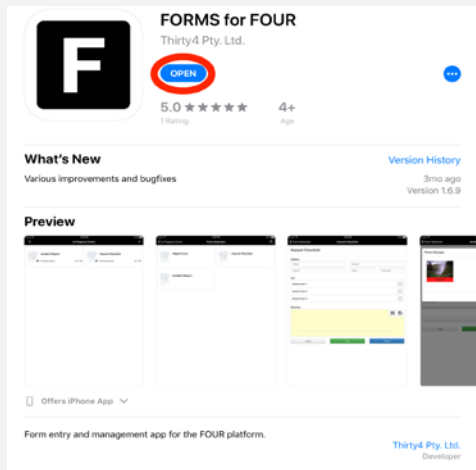
### Step 2 – Search for FOUR FORMS

Navigate the search bar and type in FOUR FORMS and open it up.



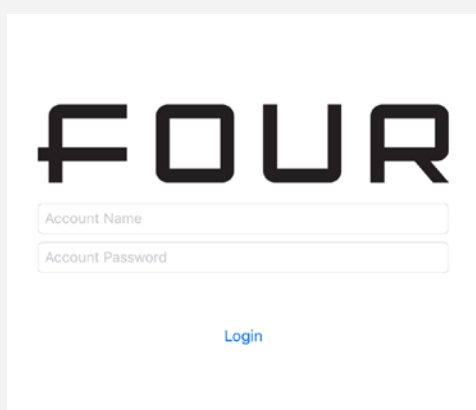
### Step 3 – Download FORMS for FOUR

Click the cloud download button and wait for it to install.



#### **Step 4 – Open FORMS for FOUR**

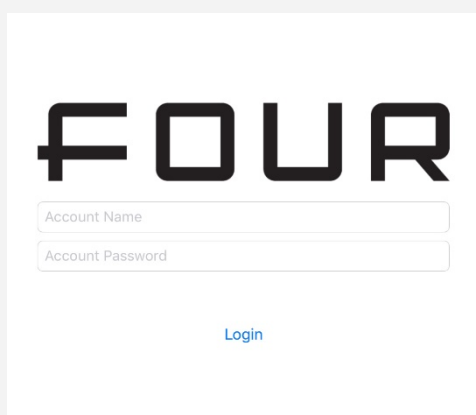
You can either open the application by selecting Open or going to the shortcut created on the device.



#### **Step 5 – Login**

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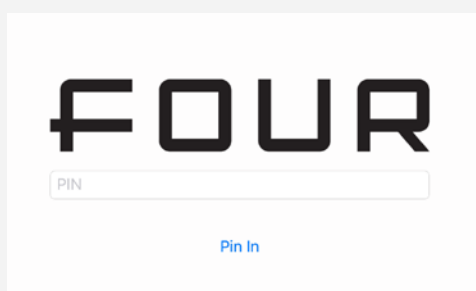


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